

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Police Sergeant	<b>Job Family:</b> VII
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> None

**Definition:** To provide direct supervision for a myriad of Police-related operations and personnel; to manage select bureaus/functions within the Police Department.

**Distinguishing Characteristics:** Sergeants are responsible (depending upon assignment) for direct supervision of patrol teams, vice/narcotics officers, criminal investigators, traffic officers, and for the management of the Professional Standards, Personnel and Training and Community Action and Information Units.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provides direct supervision and guidance in the handling, investigation, and adjudication of criminal cases.
2. Managing the delivery of field police services and problem-solving activities.
3. Provides in-service training to officers.
4. Administers the field training program.
5. Tracks performance and prepares performance evaluations.
6. Prepares administrative reports, including injury reports, internal investigative reports, time reports, defective equipment reports, personnel reports, etc.
7. Ensures compliance with departmental protocol.
8. Trains, assigns, motivates and evaluates personnel.
9. Prepares budgetary goals and objectives.
10. Arranges pertinent external training.
11. Performs investigative work relating to business licenses, massage parlor permits, concealed weapons permits, applicant backgrounds, criminal intelligence, etc.
12. Promotes crime prevention and public safety by conducting classes and clinics, making presentations, and providing counseling.

13. Maintains a level of physical fitness which meets job requirements.

**Minimum Qualifications:**

Knowledge of: Principles of supervision; criminal law; case precedents relative to personnel procedures, criminal law, and municipal liability; patrol staffing prioritization; the preparation of criminal prosecutions, evidence, interview techniques, etc.; departmental policy and procedure; the tactical deployment of Police personnel; critical incident management; City geography; community policing and problem-solving strategies.

Ability to: Communicate effectively with City staff, subordinates and the public; interact with divergent cultural groups; establish organizational plans; prepare accurate and comprehensive reports and memos; plan, assign, supervise and evaluate the work of Police personnel.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to four years' experience as a Police Officer **or** an AA degree in law enforcement or a related field and two years' experience as a Police Officer. This position requires a Basic POST certificate, and an Intermediate certificate is highly desirable. Completion of a POST-approved supervisory skills course is required during the first year of employment.

**Required Licenses or Certificates:** Valid California Driver's License, valid CPR and Advanced First-Aid Certificates (as required).

**Working Conditions:** Requires work which may be strenuous and hazardous and covering shifts that cover 24 hours a day, 7 days a week.

Established February 1980

Revised August 2002

CLASS SPECS

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